

**BUSINESS OBJECTS ACCESS REQUEST  
HUMAN RESOURCE UNIVERSES – HR STATEWIDE**

**A. REQUESTER INFORMATION**

1. Employee Name (Last, First, Initial)		2. Employee ID
3. FACS Agency	4. Work Address	
5. Telephone Number	6. E-mail Address	

**B. REQUESTED ACCESS**

- "All universes are composed of information subject to the definition of "public record" under section 2(e)(i) and (ii), MCL 15.232(e)(i) and (ii) of the Freedom of Information Act, MCL 15.231 et seq."
- **HR STATEWIDE** provides access to data for all agencies.
- **HR STATEWIDE** enables access to the **HR Human Resources**, **HR DCDS Activity** and **HR DCDS Payroll** universes.
- Requestor must select and Agency Security Administrators must verify a security level from the list below. Proper authorization must be obtained for the selected security level.

Required Approval	Security Level – Security level is a mutually exclusive selection. Choose only one.
CS	<b>Public</b> - Excludes access to FICA num and confidential data
CS	<b>Controlled</b> - Additional access to FICA number and limited confidential data items
CS	<b>Restricted</b> - Additional access to include confidential deduction related data
CS	<b>Confidential</b> - Additional access to confidential address data
CS	<b>Private</b> - Access to all confidential data including dependent information

**Reason for requested access:**

**C. AGENCY AUTHORIZATION SIGNATURES**

I agree to protect my user ID and password from unauthorized use. All access under my user ID is my responsibility. All information I obtain with it shall be used only in the proper conduct of State business.

Requester's Signature	Date
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The requester **must** obtain the Supervisor and Agency Security Administrator signatures as well as the required authorization signatures for the requested MIDB access indicated in Section B.

Supervisor Signature	Date
MIDB Agency Security Administrator (ASA)	Date
Civil Service (CS)	Date

**Please keep this document confidential.**